

# JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-031
Final Filing Date:	September 26, 2008 or Until Filled

Position:	Salary:	Location:
Office Technician (T)	\$2,686 - \$3,264	Office of Statewide Health Planning & Development Administrative Services Division Accounting Services 400 R Street, Suite 359 Sacramento, CA 95811

## General Statement of Duties:

Under the Direction of the Accounting Administrator, the Office Technician provides clerical support to Accounting Services. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

## Duties:

- Provide clerical support for Accounting Services. Review and finalize correspondence prepared by staff for signature by the Director's Office and Deputy Director, Administrative Services Division (ASD).
- Provide assistance to Office of Statewide Health Planning and Development (OSHDPD) personnel at the ASD's public counter, complete sales transactions for the Regional Transit Pass program. Receive, screen, and route incoming phone calls to appropriate staff, make necessary room reservations and travel arrangements for meetings.
- Maintain the extensive Accounting file system, order and maintain office supplies, and initiate equipment repairs.
- Prepare claim schedule package to be presented to the State Controller's Office for payment of invoices.
- Disburse all payroll, revolving fund, and cash state checks. Maintain all check disbursement logs.

## Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- Possess excellent organizational skills.
- Attention to detail.
- Experience with Microsoft applications with an emphasis on Excel and Word.
- Excellent written, oral and interpersonal communication skills.
- Ability to handle multiple priorities and deadlines.
- Reflect the Mission and Values of OSHDPD.

## Who May Apply:

Applications will be accepted from currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA and State surplus policies.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

Office of Statewide Health Planning and Development  
Attn: Natalie Esparza-Young (**JOB #08-031**)  
400R Street, Ste 359  
Sacramento, CA 95811

For more information contact Natalie Esparza -Young (916) 326-3231.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.